

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 40

October 31, 2008

**SUBJECT:** SUSPICIOUS ACTIVITY REPORTS FIELD NOTEBOOK DIVIDER,  
FORM 18.30.03 - ACTIVATED

**PURPOSE:** The Department's Counter-Terrorism and Criminal Intelligence Bureau (CTCIB) is engaging in an effort to more thoroughly gather, analyze and disseminate information and observations, of either a criminal or suspicious nature, which may prove critical to the intelligence cycle. In an effort to collect this information, CTCIB developed the Suspicious Activity Reports Field Notebook Divider, Form 18.30.03.

The notebook divider is intended to assist and guide officers in fulfilling their responsibilities to conduct accurate and thorough investigations, potentially related to foreign or domestic terrorism. This Order activates the Suspicious Activity Reports Field Notebook Divider, Form 18.30.03.

**PROCEDURE:** SUSPICIOUS ACTIVITY REPORTS FIELD NOTEBOOK DIVIDER, FORM 18.30.03 - ACTIVATED. The Suspicious Activity Reports Field Notebook Divider, is to be used as a reference document only, to assist and guide officers in conducting investigations potentially related to foreign or domestic terrorism. This notebook divider is NOT intended to be an attachment to Department reports.

**FORM AVAILABILITY:** The Suspicious Activity Reports Field Notebook Divider, Form 18.30.03, will be available for ordering from the Department of General Services, Distribution Center, in approximately 60 days. The notebook divider is immediately available in LAPD E-Forms on the Department's Local Area Network.

**AMENDMENTS:** This Order adds Section 5/18.30.03 to the Department Manual.



WILLIAM J. BRATTON  
Chief of Police

Attachment

DISTRIBUTION "D"

# SUSPICIOUS ACTIVITY REPORTS

**These guidelines should be followed for investigations of Suspicious Activity.**

## DEFINITIONS:

### SUSPICIOUS ACTIVITY

A Suspicious Activity is any reported or observed activity, or any criminal act or attempted criminal act, which an officer believes may reveal a nexus to foreign or domestic terrorism.

### SUSPICIOUS ACTIVITY REPORT (SAR)

A Suspicious Activity Report (SAR) is a report used to document any of the above defined suspicious behavior. The information reported in a SAR may be the result of observations or investigations by police officers, or may be reported to them by private parties. A SAR will generally consist of the completion of an Investigative Report (Form 03.01.00) or possibly an arrest report.

NOTE: A SAR shall only be completed for those activities and behaviors specifically listed.

### INVOLVED PARTY

An involved party (IP) is an individual that has been observed engaging in suspicious activity of this nature, when no definitive criminal activity can be identified, thus precluding their identification as a suspect.

## EMPLOYEE REPORTING RESPONSIBILITIES:

Any Department employee receiving any information regarding suspicious activity of this nature shall investigate and take appropriate action, to include any tactical response or notifications to specialized entities.

### **I. If the activity observed is not directly related to a reportable crime (suspicious behavior or circumstances only):**

- ☐ Record the information collected from the person reporting, or officers' observations, on an Investigative Report (IR), Form 03.01.00, titled "Suspicious Activity."
- ☐ If the potential target of the activity can be identified (government building or official being surveilled) that location or individual shall be listed within the "Victim" portion of the IR. Otherwise the "City of Los Angeles" shall be listed as the victim.
- ☐ List the person reporting (R) within the Involved Persons portion of the IR. If the reporting person refuses to identify themselves, list them as "Anonymous."
- ☐ List any additional witnesses.
- ☐ List the parties engaged in the suspicious behavior as "Involved Party" (I) within the Involved Persons portion of the report. With no reportable crime, they cannot be listed as suspects. Utilize page 2 to include additional descriptive information or any involved vehicle, etc.
- ☐ Check the SAR box in the facesheet.

- ☐ Check the box indicating Major Crimes Division on the left margin of the facesheet.
- ☐ If there is no crime, there is no evidence – no seizures of items can be legally made.

### **II. If the activity observed is directly related to a criminal investigation (such as a bomb threat, vandalism, trespass, assault, etc):**

- ☐ Complete the criminal investigation, make any appropriate arrests and complete any related reports.
- ☐ Check the SAR box on the facesheet.
- ☐ Check the box indicating Major Crimes Division on the left margin of the facesheet.
- ☐ Include any additional information that provides the nexus to terrorism within the narrative of the crime or arrest report.

### **III. If the activity is discovered in the course of an uninvolved or unrelated criminal investigation (such as items observed in a residence while conducting a domestic violence investigation, or items observed in a vehicle during a traffic stop or impound):**

- ☐ Complete the criminal or traffic investigation, make any appropriate arrests and complete any related reports.
- ☐ Make no mention of the suspicious activity in the crime, arrest or impound report. Do not check the SAR box in this crime or arrest facesheet.
- ☐ Complete a separate IR titled "Suspicious Activity" to record the suspicious articles or behavior.
- ☐ Note the criminal investigation, impound, etc. as the source of activity within the SAR.
- ☐ These two reports shall be processed separately, receive separate DR numbers, and the DR numbers shall not be cross-referenced.

**SUPERVISORS & WATCH COMMANDERS** shall make no mention of a SAR incident or report in their logs.

## NOTIFICATIONS:

Notify Major Crimes Division at (213) 485-2000 (contact Real-Time Analysis and Critical Response [RACR] Division for off hours notification) for guidance if the report involves any incident of significance, an arrest or a crime with any follow-up potential.

## POLICY STATEMENT:

It is the policy of the Los Angeles Police Department to make every effort to accurately and appropriately gather, record and analyze information, of a criminal or non-criminal nature, that could indicate activity or intentions related to either foreign or domestic terrorism, in a manner that protects the information privacy and legal rights of Americans.

## **SUSPICIOUS ACTIVITY REPORTS**

### **These guidelines should be followed for investigations of Suspicious Activity.**

Incidents which shall be reported on a SAR are limited to the following:

- Engages in suspected pre-operational surveillance (uses binoculars or cameras, takes measurements, draws diagrams, etc.);
- Appears to engage in counter-surveillance efforts (doubles back, changes appearance, evasive driving, etc.);
- Engages security personnel in questions focusing on sensitive subjects (security information, hours of operation, shift changes, what security cameras film, etc.);
- Takes measurements (counts footsteps, measures building entrances or perimeters, distances between security locations, distances between cameras, etc.);
- Takes pictures or video footage (with no apparent aesthetic value, i.e. camera angles, security equipment, security personnel, traffic lights, building entrances, etc.);
- Draws diagrams or takes notes (building plans, location of security cameras or security personnel, security shift changes, notes of weak security points, etc.);
- Abandons suspicious package or item (suitcase, backpack, bag, box, package, etc.);
- Abandons vehicle (in a secured or restricted location i.e. the front of a government building, airport, sports venue, etc.);
- Attempts to enter secured or sensitive premises or area without authorization (i.e. "official personnel," closed off areas of airport, harbor, secured areas at significant events such as appearances by politicians, etc.);
- Engages in test of existing security measures (i.e. "dry run", security breach of perimeter fencing, security doors, etc., creating false alarms in order to observe reactions, etc.);
- Attempts to smuggle contraband through access control point (airport screening centers, security entrance points at courts of law, sports games, entertainment venues, etc.);
- Makes or attempts to make suspicious purchases, such as large amounts of otherwise legal materials (i.e. pool chemicals, fuel, fertilizer, potential explosive device components, etc);
- Attempts to acquire sensitive or restricted items or information (plans, schedules, passwords, etc);
- Attempts to acquire illegal or illicit explosives or precursor agents;
- Attempts to acquire illegal or illicit chemical agent (nerve agent, blood agent, blister agent, etc.);
- Attempts to acquire illegal or illicit biological agent (anthrax, ricin, Eboli, small pox, etc.);
- Attempts to acquire illegal or illicit radiological material (uranium, plutonium, hospital x-ray discards, etc.);

- Utilizes, or is in possession of, explosives (for illegal purposes);
- Utilizes, or is in possession of, chemical agent (for illegal purposes, i.e. dry ice bomb, chlorine, phosgene, WMD attack, etc);
- Utilizes, or is in possession of, biological agent (for illegal purposes, i.e. terrorist device, WMD or a tool of terrorism, etc.);
- Utilizes, or is in possession of, radiological material (for illegal purposes, i.e. as a weapon, etc.);
- Acquires or attempts to acquire uniforms without a legitimate cause (Service personnel, government uniforms, etc);
- Acquires or attempts to acquire official or official-appearing vehicle without a legitimate cause (i.e. emergency or government vehicle, etc.);
- Pursues specific training or education which indicate suspicious motives (flight training, weapons training, etc);
- Stockpiles unexplained large amounts of currency;
- Is in possession of multiple passports, identifications or travel documents issued to the same person;
- Espouses extremist views (verbalizes support of terrorism, incites or recruits others to engage in terrorist activity, etc.);
- Brags about affiliation or membership with extremist organization ("white power", militias, KKK, etc.);
- Engages in suspected coded conversations or transmissions (i.e. email, radio, telephone, etc., information found during a private business audit is reported to police );
- Displays overt support of known terrorist networks (posters of terrorist leaders, etc.);
- Utilizes, or is in possession of, hoax/facsimile explosive device;
- Utilizes, or is in possession of, hoax/facsimile dispersal device;
- Solicits, or is in possession of, sensitive event schedules (i.e. Staples Center, Convention Center);
- Solicits, or is in possession of, VIP appearance or travel schedules;
- Solicits, or is in possession of, security schedules;
- Solicits, or is in possession of, blueprints to sensitive locations;
- Solicits, or is in possession of, evacuation plans;
- Solicits, or is in possession of, security plans;
- Solicits, or is in possession of, weapons or ammunition;
- Solicits, or is in possession of, other sensitive materials (passwords, access codes, secret government information, etc.); and,
- Is in possession of coded or ciphered literature or correspondence.

**SOURCE:** Special Order No. 11, March 5, 2008